

STATE ASSESSORS BOARD MEETING

October 20, 2006

Approved Minutes of

**Meeting held at Michigan Townships Association Building
512 Westshire, Lansing, Michigan**

www.michigan.gov/treasury /Local Government Services/

State Assessors Board

Executive Secretary's E-Mail Address – peoplesj@michigan.gov

State Assessors Board Phone Number – (517) 373-8320

CALL TO ORDER: The meeting was called to order at 9:30 a.m., October 20, 2006, in a Conference Room, at the Michigan Townships Association Building, located at 512 Westshire, Lansing, Michigan.

<u>ROLL CALL:</u>	Present:	Lisa A. Hobart, Vice Chairperson Maxine J. McClelland, Member Frederick W. Morgan, Member Joan E. Peoples, Executive Secretary
	Members Absent & Excused:	Henry O. Allen, Chairperson Raman A. Patel, Member
	Others Present:	Richard Sharland

REVIEW OF MINUTES:

The minutes of September 14, 2006 State Assessors Board Meeting were reviewed by each board member prior to the meeting. Motion by Morgan to approve the minutes as received, the motion was seconded by McClelland and unanimously approved.

PUBLIC COMMENT:

Mr. Sharland discussed the January 2006 minutes of the State Assessors Board meeting and the amendment to the minutes between the January Proposed Minutes and the January 2006 Official Minutes. He distributed a letter from him to the Board with reference to the January minutes.

FINANCIAL REPORT:

Motion by Morgan to receive and file the financial report with an August 31, 2006 balance of \$301,610.87. The fiscal year projections are as follows: Income \$350,000.00, Expenses \$325,000.00, Carry-over at the end of the fiscal year \$176,200.00. The motion was seconded by McClelland and unanimously approved.

EDUCATIONAL PROGRAMS:

- 1) Motion by McClelland and seconded by Morgan to approve for 3 hours of educational credit a class titled Land Division Act, taught by Maynard Dyer of the Michigan Department of Labor and Economic Growth, sponsored by the Tri-County Assessor's Association, on November 9, 2006, in Swartz Creek.
- 1b) Motion by McClelland for the Secretary to review for 6 hour educational credit an educational program titled Valuation Concepts, Transfer of Ownership, Taxable Value Formula Splits. If the program meets State Assessors Board requirements approval is granted. The motion was seconded by Morgan and unanimously approved.
- 2) Motion by Morgan to approve the minutes of the August 21, 2006 minutes of the Assessment Administration Compliance Committee Meeting. The motion was seconded by McClelland and unanimously approved.
- 3) Correspondence from Kendra McDonald regarding a level-4 demonstration narrative appraisal report and a review of the appraisal report prior to submission to the State Assessors Board for grading. The Secretary is to correspond with Ms. McDonald stating that the State Assessors Board will not recommend an appraisal reviewer but the candidate may have the appraisal reviewed without reference by the State Assessors Board.
- 4) Motion by McClelland that while a person is suspended they may attend State Assessors Board educational renewal programs. The motion was seconded by Morgan and unanimously approved.
- 5) Letters applauding the State Assessors Board for the Open Book Exercise that was mailed with the renewal applications were reviewed. The Secretary is to respond to the letters in writing.
- 6) A flyer for State Assessors Board Course 1 that is being offered in Ingham County on November 13-17 and December 4-8, 2006 was reviewed.
- 7) The computerized testing software referred to as LXR testing was discussed. The Department of Labor and Economic Growth was contacted because they are using the LXR testing system. They recommend that we hire a LXR training instructor to train staff in the use of the LXR system. Motion by Morgan to hire an LXR instructor to come to Lansing to train staff and Board Members in the use of the LXR testing system in the

EDUCATIONAL PROGRAMS Cont.:

month of April 2007. The program will consist of two days of training, the cost will not exceed \$7,500 which includes the LXR training fee plus instructor travel expenses. The motion was seconded by McClelland and unanimously approved.

8) Motion by Morgan to approve an expenditure of \$1,680.00 to cover the cost of having Jay Star Recording of Gaylord, Michigan record, edit and provide albums of CDs for the Budget and Government Financing Course that Dr. Lynn Harvey authored and instructs. The motion was seconded by McClelland and unanimously approved.

9) Motion by Morgan that State Assessors Board and Education Committee Member, Raman Patel is to be commended for using his knowledge and State Assessors Board Home Study Courses to train assessing officers. His students will receive credit for both Level 3 and 4 assessor certification and educational renewal credit. The only charge for teaching the courses will be the examination fee of \$50.00 per student taking the examination. The motion was seconded by McClelland and unanimously approved.

10) Motion by Morgan to approve the Grading Committee review and letter to the applicant for the subject property located at 36705 Beattie Drive, Sterling Heights, Michigan. The motion was seconded by McClelland and unanimously approved.

11) Motion by Morgan to approve the Grading Committee review and letter to the applicant for the subject property located at 2691 Springport Road, Jackson, Michigan. The motion was seconded by McClelland and unanimously approved.

12) Motion by McClelland to approve Ben Frederick's request that he not be penalized because he did not show up to take an examination in Lansing that had been scheduled by e-mail and he did not open the e-mail. The policy of penalizing individuals for rescheduling or "no show" for scheduled examinations is to be discontinued. Any examination can be rescheduled with no penalty or additional fee. The motion was seconded by Morgan and unanimously approved.

13) Motion by McClelland to approve the grader's passing grade for appraisal number 192 and to schedule the oral examination for the candidate. The motion was seconded by Morgan and unanimously approved.

OLD BUSINESS:

- 1) Motion by McClelland to approve the Test Committee suggested amendments to the USPAP and MTT test questions that were amended at the September 14, 2006 Test Committee meeting. The motion was seconded by Morgan and unanimously approved.
- 2) It was reported that there was a Test Committee meeting scheduled for 1:30 p.m., following the current State Assessors Board meeting to review 100 test questions covering Communications and Narrative Report Writing.
- 3) A news article pertaining to certification in assessment administration was reviewed
- 4) The tentative 2007 State Assessors Board meeting schedule was reviewed. The January meeting date was discussed. Changing of the meeting date was postponed until all Board Members are present to insure that there are no scheduling conflicts.

NEW BUSINESS:

- 1) The Attorney from the Attorney General's Office that specializes in Freedom of Information and Open Meeting Acts was consulted regarding preparation of meeting minutes. The Attorney provided advice for the preparation of future minutes of State Assessors Board meetings. The Attorney also indicated that there is no wrong-doing in preparation of the past minutes of State Assessors Board meetings and no need to make any amendments to minutes that have already been prepared. Motion by Morgan to follow the Attorney's recommendations in preparing future minutes. The motion was seconded by McClelland and unanimously approved.
- 2) A report on the status of candidates that have submitted appraisal reports to the State Assessors Board for grading was reviewed.
- 3) There was a written request to remove from the September meeting minutes the name of the assessing officer that had their certification suspended. The person's name was in the minutes because she had requested that the suspension hearing be held in open meeting not a closed meeting. No action was taken.
- 4) Oakland County's tuition reimbursement for State Assessors Board home study courses was discussed. The Secretary will correspond with Oakland County's tuition reimbursement officer regarding tuition reimbursement.

CERTIFICATIONS:

1) Motion by McClelland to approve amendments to the certification list shown below.
The motion was seconded by Morgan and unanimously approved.

**CERTIFICATION APPLICANTS
OCTOBER 9, 2006**

LEVEL 1

Goodrich, Harlan
Hughes, Shirley J.
Lonberger, Scott
Metreger, Karen C.

Moceri, Brent D.
Osterman, Lora L.
Patterson, Kimberly A.
Poindexter, Barry

Poindexter, Sherry L.
Schulz, Susan J.

LEVEL 2

Babcock, Brenda L.
Balice, Lynn E.
Brang, Daniel J.
Goodrich, Harlan

Heering, Matthew T.
Matlow, Alan E.
Poindexter, Barry
Poindexter, Sherry L.

Steigerwald, Paul
Williams, Patricia L.
Winans, Jeff

LEVEL 3

Grinwis, Stephen D.

CERTIFICATION TOTALS AS OF 10/09/2006:

LEVEL 1	657
LEVEL 2	986
LEVEL 3	883
LEVEL 4	<u>152</u>
TOTAL	2,678

CLOSED MEETING:

The meeting went into closed session to discuss revocations, to review minutes of the closed meeting held on September 14, 2006 and to review examination pass rates.

According to Freedom of Information Act, Section 15.243 (1) (b) (ii) and Closed Sessions; permissible purposes 15.268 Sec. 8 (h)

Motion to go into closed session by Morgan, the motion was seconded by McClelland, with a roll call vote: Hobart-yes, McClelland-yes, Morgan-yes. The motion was unanimously approved.

Matters discussed in closed session:

- a. Revocation petition 06-0028
- b. Revocation petition 06-0011
- c. Revocation petition 06-0022
- d. Revocation petition 06-0023
- e. Closed meeting minutes for September 14, 2006
- f. Examination pass/fail results for examinations

Motion to return to open meeting by Morgan, the motion was seconded by McClelland, with a roll call vote: Hobart-yes, McClelland-yes, Morgan-yes. The motion was unanimously approved.

REVOCATIONS (Open Meeting):

- 1) Motion by Morgan to ask the assessor named in revocation petition 06-0028 to respond to the allegations contained in the revocation petition in writing. The motion was seconded by McClelland and unanimously approved.
- 2) Motion by Morgan to ask for a State field investigation of revocation petition 06-0011, 06-0022 and 06-0023. The motion was seconded by McClelland and unanimously approved.
- 3) Motion by McClelland to approve the minutes of the September 14, 2006 closed State Assessors Board meeting. The motion was seconded by Morgan and unanimously approved.

ADJOURNMENT:

Motion by Morgan to adjourn the meeting at 11:00 a.m. The motion was seconded by McClelland and unanimously approved.

ANNOUNCEMENTS:

The next meeting is scheduled for November 17, 2006 in Lansing.

Respectfully Submitted,

Lisa A. Hobart, Vice Chairperson

Joan E. Peoples, Executive Secretary